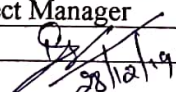
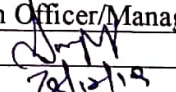


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	28.12.19
Site:	Silver Oak Villas	Prepared by:	R Sanjay Kumar
Report From / To	01.04.19 to 28.12.2019	Approved by:	K Purshotham
Report Date	28.12.19		
List of requisitions numbers missing in the report*:			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Serial no of item in Req.	Item Description
155190	20.11.19	1	Diesel Cans
155198	21.11.19	1	Diesel Barrel
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
Req No.	Req Date	Serial no of item in Req.	Item Description
155156	12.11.19	1	SS Letters With logo
155186	19.11.19	1	FRP Pipes
155221	04.12.19	1 to 32	PVC Material
155239	11.12.19	3	Ultra Sprinkler HL Tiles
155240	11.12.19	1	GI Earth Patti
155244	13.12.19	1 to 3	Tiles
155248	14.12.19	1	GI Chain
155254	17.12.19	2	1/18 Yellow wire 24 Bundles
155255	17.12.19	1 to 13	Electrical Wires
155263	19.12.19	1 to 6	General Material
155266	20.12.19	1 to 15	Electrical Wires
155268	20.12.19	1 to 24	Electrical Switches
155270	21.12.19	1 to 27	PVC Material
No. of gate passes issued this week:	04	From No.	13473 To No. 13476
Delivery van site visit on:	27.12.19 18.00 Hra		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No		
DC register Sl. No. during the week	From No.	12105	To No. 12127
Items not ordered but received:	Nil		
Items sent to HO /vendor that are pending for repair:			
Other corrections & remarks: Nil			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	28/12/19	28/12/19	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site - purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!